



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-09-0195-TC	2. <u>Title, Series, Grade, Salary</u> Program Specialist (Research Compliance Officer) (090040) GS-301-12 \$71,087 to \$92,409 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8am-4:30pm M-F	4. <u>Duty Station</u> Director's Office, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position(s)	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 03/18/2009	8. <u>Closing Date</u> 03/23/2009

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligible will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Well qualified candidates will have extensive financial management experience. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

MAJOR DUTIES:

The incumbent serves as a VHA Facility Research Compliance Officer (RCO). The position is organizationally part of the Facility Director's Office and reports directly to the Facility Director. The RCO evaluates compliance with federal and VA requirements for the conduct of research, which includes requirements in the protection of human research subjects. Incumbent may also be assigned responsibilities related to facility programs for research information security, research privacy, conflict of interest in research, training of research personnel, research program accreditation, research misconduct, and/or other research compliance activities consistent with VHA requirements. The incumbent provides leadership, expertise, and strategic direction for the facility's research compliance program, and is responsible for developing, implementing, and maintaining compliance oversight activities in assigned areas of responsibility. The incumbent performs ongoing research monitoring and auditing in assigned areas of responsibility. These activities must be consistent with VHA research monitoring and auditing requirements, and require the ability to conduct in-depth review and analysis of research, clinical, and training records relevant to the assigned areas of responsibility. The RCO ensures that relevant regulatory and policy updates in assigned areas of responsibility are disseminated to research administrators, research oversight committees, research investigators, other research personnel, and facility leadership in a timely manner. The incumbent serves as a consultant of the Research and Development Committee (R&DC) responsible for the facility's research program, as well as a consultant to any R&DC subcommittees and/or other research oversight committees relevant to the incumbent's area of responsibility. The incumbent conducts routine and "for cause" reviews and other performance improvement activities to promote compliance, reduce violations of regulations and standards, identify unsatisfactory trends and conditions, and correct factors that may contribute to non-compliance.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-301 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Basic Requirements: The RCO must possess an in-depth mastery and knowledge of the interrelated federal and state laws and regulations and of VA and VHA requirements governing protection of human subjects in research and must have basic working knowledge of the laws, regulations, and standards in the protection of human subjects in research,

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laboratory animal welfare, and research safety and security. Please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Describe your experience interacting with scientists or physicians in settings that measure compliance with federal research and human subject protection regulations.
2. Describe your experience preparing reports and other official documentation for local or national review.
3. Describe your experience reading and interpreting biomedical research protocols.
4. Describe your experience teaching groups of health care professionals.
5. Describe your knowledge and experience with research review committees such as the Research & Development (R&D) Committee and/or Institutional Review Board (IRB) Committee.

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 03/30/2009)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 03/30/2009)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Permanent Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#) or Resume (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Latest SF-50, Notification of Personnel Action
5. Latest performance appraisal

All application packets must be received in Human Resources by Close of Business (COB) on 03/23/2009

(except as noted above). Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0195-TC

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that

the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**